STATUTES and RULES

To be obſerved in the

MANAGEMENT and USE

OF THE

BRITISH MUSEUM,

By order of the

TRUSTEES.

Anno M.DCC.LVII.

BRITISH MUSEUM
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STATUTES and RULES to be obſerved in the management and uſe of the BRITISH MUSEUM, by order of the TRUSTEES.

THIS MUSEUM being of a more general and extenſive nature, than any other before eſtabliſhed, may require ſome particular rules and reſtrictions for its management and ſecurity, ſuited to the manner of its inſtitution; the different quality of the things, of which it conſiſts; and ſuch attendance of the officers, as may be juſtly expected from them. For altho it was chiefly deſigned for the uſe of learned and ſtudious men, both natives and foreigners, in their reſearches into the ſeveral parts of knowledge; yet being founded at the expence of the public, it may be judged reaſonable, that the advantages accruing from it ſhould be rendered as general, as may be conſiſtent with the ſeveral conſiderations above mentioned. The Truſtees therefore have thought fit to appoint and ordain the following Statutes and Rules, with reſpect to the uſe of this Muſeum, which to them appeared moſt conducive to anſwer thoſe purpoſes.

The times when the MUSEUM is to be kept open.

1. THAT the Muſeum be kept open at the hours mentioned below, every day throughout the year, except Saturday and Sunday in each week; and likewiſe except Chriſtmas day and one week after, one week after Eaſter day and Whitſunday reſpectively, Good Friday, and all days, which ſhall hereafter be ſpecially appointed for Thankſgivings and Faſts by Royal authority.

2. THAT at all other times the Muſeum be ſet open in the manner following: That is to ſay, from nine a clock in the morning till three in the afternoon, from Monday to Friday, between the months of September and April incluſive; and likewiſe at the ſame hours on Tueſday, Wedneſday, and Thurſday, in May, June, July, and Auguſt; but on Monday and Friday, only from four a clock to eight in the afternoon, during thoſe four months.

II.

II.

The manner of admiſſion to view the MUSEUM.

1. THAT ſuch ſtudious and curious perſons, who are deſirous to ſee the Muſeum, be admitted by printed Tickets, to be delivered by the Porter upon their application in writing; which application ſhall contain their names, condition, and places of abode; as alſo the day and hour, at which they deſire to be admitted: and that the ſaid names be inſerted in the Tickets, and, together with the reſpective additions, entered in a Regiſter to be kept by the Porter.

2. THAT no more than ten Tickets be delivered out for each hour of admittance, which Tickets, when brought by the reſpective perſons therein named, are to be ſhewn to the Porter; who is thereupon to conduct them to a proper room appointed for their reception, till their hour of ſeeing the Muſeum be come, at which time they are to deliver their Tickets to the proper Officer of the firſt department: and that five of the

perſons

perſons producing ſuch Tickets be attended by the Under Librarian, and the other five by the Aſſiſtant, in each department.

3. THAT the ſaid number of Tickets be delivered for the hours of nine, ten, eleven, and twelve reſpectively, in the morning; and for the hours of four and five, in the afternoon of thoſe days, in which the Muſeum is to be open at that time: and that if application be made for a greater number of Tickets, the perſons laſt applying be deſired to name ſome other day and hour, which will be moſt convenient for them.

4. THAT if the number of perſons producing Tickets for any particular hour does not exceed five, they be deſired to join in one company; which may be attended, either by the Under Librarian, or Aſſiſtant, as ſhall be agreed on between them.

5. THAT the ſpectators may view the whole Muſeum in a regular order, they are firſt to be conducted through the Sloanian Collection; then the Sloanian Library; and afterwards the two Libraries of Manuſcripts, with the Library of Major Edwards; by the particular Officers aſſigned to each department.

6. THAT one hour only be allowed to the ſeveral companies, for gratifying their curioſity in viewing each apartment; and that each company keep together in that room, in which the Officer, who attends them, ſhall then be.

7. THAT in paſſing through the rooms, if any of the ſpectators deſire to ſee any Book, or other part of the Collection, not herein after excepted, it be handed to them by the Officer, who is to reſtore it to its place, before they leave the room; that no more than one ſuch Book, or other part of the Collection, be delivered at a time; and that the Officer be ready to give the company any information, they ſhall deſire, relating to that part of the Collection under his care.

8. THAT upon the expiration of each hour, notice be given of it; at which time the ſeveral companies ſhall remove out of the apartment, in which they then are, to make room for two freſh companies.

9. THAT if any of the perſons, who have Tickets, come after the hour marked in the ſaid Tickets, but before the three hours allotted them are expired; they be permitted to join the company appointed for the

ſame

ſame hour, in order to ſee the remaining part of the Collection, if they deſire it.

10. THAT the Muſeum be conſtantly ſhut up at all other times, but thoſe above mentioned.

11. THAT if any perſons are deſirous of viſiting the Muſeum more than once, they may apply for Tickets, in the manner above mentioned, at any other times, and as often as they pleaſe.

12. THAT no children be admitted into the Muſeum.

13. THAT no Officer, or Servant, take any fee or reward of any perſon whatſoever, for his attendance in the diſcharge of his duty, under the penalty of immediate diſmiſſion.

III.

III.

The manner of admitting perſons, who deſire to make uſe of the MUSEUM for ſtudy; or ſhall have occaſion to conſult the ſame for evidence, or information.

1. THAT no one be admitted to ſuch uſe of the Muſeum, but by leave of the Truſtees, in a General Meeting or Committee; and that the ſaid leave be not granted for a longer term than half a year, without a freſh application.

2. THAT every perſon before his admiſſion do in a Book, provided for that purpoſe, ſubſcribe his name, under the form of a promiſe, faithfully to obſerve all the Rules, which are preſcribed by the Truſtees, and entered in the ſaid Book.

3. THAT the ſaid Book be kept by the Principal Librarian, who is to add the date of the ſeveral admiſſions againſt the reſpective names.

4. THAT a particular room be allotted for the perſons ſo admitted, in which they may ſit, and read or write, without interruption, during the time the Muſeum is kept open: that a proper Officer do conſtantly

attend in the ſaid room, ſo long as any ſuch perſon, or perſons, ſhall be there: and that any Book, or other part of the Collection, ſo far as is conſiſtent with the ſafety thereof, and the attendance neceſſarily required from the Officers upon the other parts of their duty, be at their requeſt brought to them by the Meſſenger; who is likewiſe to furniſh them with pens and ink, if deſired.

5. THAT ſuch perſons be allowed to take one or more Extracts from any printed Book, or Manuſcript; and that either of the Officers of the department, to which ſuch printed Book or Manuſcript belongs, be at liberty to do it for them, upon ſuch terms, as ſhall be agreed on between them.

6. THAT the tranſcriber do not lay the paper, on which he writes, upon any part of the Book, or Manuſcript, he is uſing.

7. THAT no whole Manuſcript, nor the greater part of any, be tranſcribed, without leave from the Truſtees, in a General Meeting or Committee.

8. THAT every perſon ſo intruſted with the uſe of any Book, or other part of the Collection, return the ſame to the Officer attending, before he leaves the room.

IV.

Additional Rules for the better preſervation of the MUSEUM.

1. THAT no printed Book, Manuſcript, or other part of the Collection, be lent out of the Muſeum, unleſs upon ſome extraordinary occaſion; in which caſe the ſame ſhall be carried out of the Muſeum by one of the Officers, who is to attend the whole time, and to bring it back with him again; for which extraordinary trouble and attendance it is expected, that a proper ſatisfaction be made to him.

2. THAT a Catalogue of all the printed Books, Manuſcripts, and other parts of the Collection, diſtinguiſhed by numbers, be depoſited in the ſeveral apartments of the Muſeum, to which they relate.

3. THAT written numbers, anſwering to thoſe in the Catalogues, be affixed both to the Books, and other parts of the Collection.

4. THAT the Coins, Medals, Seals, Rings, wrought Gems, Cameos, Intaglias, &c. as they require a more particular attention and care, be not expoſed to view, but by leave of the Truſtees, in a General Meeting or Committee, or of the Principal Librarian: that they be ſhewn in the morning by one of the Officers, who have the charge of the reſpective departments; which can only be done in thoſe two hours, wherein the ſaid

Officer

Officer is not ingaged in his general attendance on the companies admitted by Tickets: that no more than two perſons be admitted into the room, to ſee them at the ſame time, unleſs by particular leave of the Principal Librarian; who in ſuch caſe is required to attend, together with the ſaid Officer, the whole time: and that but one thing be taken out of the cabinets and drawers at a time, which is to be done by the Officer, who ſhall replace it, before any perſon preſent goes out of the room.

5. ALTHO it may be preſumed, that perſons, who ſhall be admitted to ſee the Muſeum, will in general conform themſelves to the Rules and Orders above mentioned; yet as it may happen, that theſe Rules may not always be duly obſerved: the Truſtees think it neceſſary, for the ſafety and preſervation of the Muſeum, to give notice, that in caſe any perſons ſhall behave in an improper manner, and contrary to the ſaid Rules, and ſhall continue ſuch miſbehaviour after having been admoniſhed by one of the Officers; ſuch perſons will be obliged forthwith to withdraw from the Muſeum, and their names will be entered in a Book to be kept by the Porter, with orders to him not to admit them for the future, without a ſpecial direction from the Truſtees in a General Meeting.

6. THAT once a year at leaſt there be a General Viſitation of the Muſeum, at a time to be appointed by the Truſtees in a General Meeting; and at ſuch other times, as they ſhall think proper.

FINIS.